

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
01400		Recreation Department								
001-01400-00100-4520	Recreation Dept Personnel Services, Salaries			150,548.00	151,103.44	156,123.00	0.00	158,556.00	158,556.00	0.00
001-01400-00110-4520	Recreation Dept Overtime			1,000.00	853.08	500.00	0.00	388.00	0.00	0.00
001-01400-00120-4520	Recreation Dept Part Time			51,000.00	36,482.04	33,250.00	0.00	34,727.00	34,000.00	0.00
001-01400-00210-4520	Recreation Dept Insurances			51,052.00	46,157.89	61,886.00	0.00	55,584.00	55,584.00	0.00
001-01400-00220-4520	Recreation Dept FICA			14,123.00	11,413.26	11,690.00	0.00	11,938.00	11,938.00	0.00
001-01400-00230-4520	Recreation Dept Medicare			3,478.00	2,669.16	2,734.00	0.00	2,792.00	2,792.00	0.00
001-01400-00240-4520	Recreation Dept Workers Comp			4,228.00	1,551.95	4,478.00	0.00	3,379.00	3,379.00	0.00
001-01400-00250-4520	Recreation Dept NH Retirement			13,278.00	13,557.98	15,136.00	0.00	16,389.00	16,389.00	0.00
001-01400-00300-4520	Recreation Dept Professional & Technical Services			13,250.00	9,022.13	8,700.00	0.00	9,055.00	9,000.00	0.00
001-01400-00400-4520	Recreation Dept Property Services			3,195.00	914.88	1,750.00	0.00	2,236.00	2,250.00	0.00
001-01400-00500-4520	Recreation Dept Other Services			6,000.00	3,997.16	5,250.00	0.00	4,936.00	4,750.00	0.00
001-01400-00500-4589	Recreation Dept Other Services Red Hill Outing Club			500.00	0.00	500.00	0.00	500.00	500.00	0.00
001-01400-00600-4520	Recreation Dept Supplies			19,250.00	14,233.19	18,750.00	0.00	18,386.00	18,000.00	0.00
001-01400-00800-4520	Recreation Dept Other Charges & Expenses			7,500.00	5,999.59	5,750.00	0.00	5,900.00	5,750.00	0.00
	Subtotal for dept. Recreation Department:			338,402.00	297,955.75	326,497.00	0.00	324,766.00	322,888.00	0.00

44

FY 2015 BUDGET DETAIL						
DEPARTMENT:		Recreation				
FUND:		001				
ACCOUNT NUMBER:		01400	00100			
ACCOUNT NAME:		Personnel Services, Salaries				
Description		Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request
						FY 2015 Administrator Recommended
Recreation Director		XVII 9	\$32.53	\$1,301.20	\$16,915.60	\$16,916
		XVII-10	\$33.50	\$1,340.00	\$52,260.00	\$52,260
Assistant Recreation Director		IX-2	\$19.08	\$763.20	\$9,921.60	\$9,922
		IX-2	\$19.08	\$763.20	\$29,764.80	\$29,765
Program Coordinator		VII-2	\$17.23	\$689.20	\$8,959.60	\$8,960
		VII-2	\$17.23	\$689.20	\$26,878.80	\$26,879
Office Clerk		II-2	\$12.63	\$252.60	\$3,283.80	\$3,284
		II-2	\$12.63	\$252.60	\$9,851.40	\$9,851
Longevity		36	\$20.00	\$720.00	\$720.00	\$720
					Totals	\$158,556
NOTE: Highlighted cells show positions which are eligible for a step raise.						
FUND:		001				
ACCOUNT NUMBER:		01400	00110			
ACCOUNT NAME:		Overtime				
Description		Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request
						FY 2015 Administrator Recommended
Program Coordinator		15	\$25.85		\$388.00	\$388
						\$0
					Totals	\$388
						\$0
FUND:		001				
ACCOUNT NUMBER:		01400	00120			
ACCOUNT NAME:		Part Time				
Description		Quantity	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request
						FY 2015 Administrator Recommended
Waterfront - Positions						
Waterfront Director w/WSI		12	\$14.25	35		\$5,985
Lifeguard		10	\$10.60	35		\$3,710
Lifeguard		10	\$10.25	30		\$3,075
Lifeguard		10	\$10.00	33		\$3,300
Lifeguard		10	\$10.00	30		\$3,000
Lifeguard w/WSI		10	\$11.00	20		\$2,200
Lifeguard		10	\$10.25	25		\$2,563
Lifeguard		10	\$10.00	30		\$3,000
Lifeguard		10	\$9.50	25		\$2,375
Lifeguard		10	\$9.50	25		\$2,375
Year Round						
Part-Time Staff		30	\$9.50	8		\$2,280
Part-Time Staff		10	\$10.50	6		\$630
					Lump Sum Disallowed	-\$493
					Totals	\$34,493
						\$34,000

<b>FUND:</b>	<b>001</b>					
<b>ACCOUNT NUMBER:</b>	<b>01400</b>	<b>00300</b>				
<b>ACCOUNT NAME:</b>	<b>Professional &amp; Technical Services</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>	
<b>Telephone</b>						
476-8868	12	\$111.00		\$1,332		\$1,332
253-3351 (LI Beach)	3	\$77.00		\$231		\$231
BCN	12	\$16.00		\$192		\$192
Replace Computer	1	\$1,450.00		\$1,450		\$1,450
Computer Repair	misc	\$300.00		\$300		\$300
<b>Toilet Leasing</b>						
Playground 1 toilet 7 months	1/7	\$90.00		\$630		\$630
Playground 1 handicap 7 months	1/7	\$150.00		\$1,050		\$1,050
Playground 1 toilet 3 months	1/7	\$90.00		\$630		\$630
Long Island 1 toilet 6 months	1/6	\$90.00		\$540		\$540
Long Island 2 add. 5 months	2/5	\$90.00		\$900		\$900
States Landing 1 toilet 6 months	1/6	\$90.00		\$540		\$540
Lee's Mill 1 toilet 6 months	1/6	\$90.00		\$540		\$540
Long Island 1 handicap 3 months	1/3	\$150.00		\$450		\$450
Ice Rink 1 toilet 3 months	1/3	\$90.00		\$270		\$270
				<b>Lump Sum Disallowed</b>		<b>-\$55</b>
				<b>Totals</b>	<b>\$9,055</b>	<b>\$9,000</b>
<b>FUND:</b>	<b>001</b>					
<b>ACCOUNT NUMBER:</b>	<b>01400</b>	<b>00400</b>				
<b>ACCOUNT NAME:</b>	<b>Property Services</b>					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>	
<b>Beach/Waterfront</b>						
Raft Repair	misc	\$65.00		\$65		\$65
Keys/Padlocks/Chains	misc	\$45.00		\$45		\$45
Cement Blocks/Rope - lines	misc	\$100.00		\$100		\$100
Replacement Lines and buoys	misc	\$350.00		\$350		\$350
<b>Lifeguard Safety Equipment</b>						
Whistles and Lanyards	2 sets of 6 @ 45.00	\$45.00		\$90		\$90
Guard Training Materials	1	\$170.00		\$170		\$170
Guard Training and Incentives	misc	\$75.00		\$75		\$75
Water/ice	misc	\$150.00		\$150		\$150
Misc./batteries etc.	misc	\$35.00		\$35		\$35
Extra Sunglasses	2	\$15.00		\$30		\$30
AED batteries and updates	misc	\$100.00		\$100		\$100
First Aid Supplies	misc	\$175.00		\$175		\$175
Rescue Tube Replacement	3	\$52.00		\$156		\$156
<b>Community Center</b>						
Pool (billiards) Supplies - repair	misc.	\$45.00		\$45		\$45
Storage Cart	1	\$50.00		\$50		\$50
Chairs - youth	6 @ \$30	\$180.00		\$180		\$180
Chairs - meeting	6 @ \$70	\$420.00		\$420		\$420
Office Chair	1	\$100.00		\$100		\$100
				<b>Lump Sum Disallowed</b>		<b>-\$86</b>
				<b>Totals</b>	<b>\$2,336</b>	<b>\$2,250</b>

<b>FUND:</b>	001					
<b>ACCOUNT NUMBER:</b>	01400	00500				
<b>ACCOUNT NAME:</b>	Other Services					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>	
<b>Dues and Subscriptions</b>						
NRPA	1 agcy membership	\$360.00		\$360	\$360	
NEPA	1 individual	\$25.00		\$25	\$25	
CCRD Dues	1 dept. membership	\$275.00		\$275	\$275	
NHRPA	organiz. Membershi	\$265.00		\$265	\$265	
BJ's	3 staff @ 65.00	\$195.00		\$195	\$195	
USTA	1 dept. membership	\$25.00		\$25	\$25	
<b>Uniforms</b>						
Winter Bingo	12 @ 9.00	\$108.00		\$108	\$108	
Staff Apparel Year Round	misc.	\$300.00		\$300	\$300	
Lifeguard Apparel	misc	\$1,100.00		\$1,100	\$1,100	
<b>Advertising</b>						
Salmon Press	1	\$250.00		\$250	\$250	
<b>Other Services</b>						
Docks, install, remove, repair, store	2x/yr. misc	\$1,000.00		\$1,000	\$1,000	
Time Warner Cable	12 @ 60.00	\$720.00		\$720	\$720	
Tri State Fire - Inspection	1 @ 15.00	\$15.00		\$15	\$15	
Post Master	1	\$48.00		\$48	\$48	
Misc.	misc.	\$250.00		\$250	\$250	
				<b>Lump Sum Disallowed</b>		<b>-\$186</b>
				<b>Totals</b>	<b>\$4,936</b>	<b>\$4,750</b>
<b>FUND:</b>	001					
<b>ACCOUNT NUMBER:</b>	01400	00500	4589			
<b>ACCOUNT NAME:</b>	Other Services					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>	
Red Hill Outing Club		\$500.00		\$500	\$500	
				<b>Totals</b>	<b>\$500</b>	<b>\$500</b>
<b>FUND:</b>	001					
<b>ACCOUNT NUMBER:</b>	01400	00600				
<b>ACCOUNT NAME:</b>	Supplies					
						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>	
<b>Printing/Office Supplies</b>						
Office Supplies	misc	misc		\$375	\$375	
Paper (white)	6 @ \$35.00	\$210.00		\$210	\$210	
Paper (color)	75 @ \$9.00	\$675.00		\$675	\$675	
Lease - copier	12	\$98.00		\$1,176	\$1,176	
Printing - brochures	1	\$1,700.00		\$1,700	\$1,700	
<b>Programs</b>						
<b>Special Events</b>						
Water Carnival	misc	\$125.00		\$125	\$125	
Winter Carnival	misc	\$125.00		\$125	\$125	
States Landing Clean-up Green up	misc	\$250.00		\$250	\$250	



**Acronyms – Rec. Dept.**

**NHRPA – New Hampshire Recreation and Park Association**

**NRPA – National Recreation and Park Association**

**NEPA – New England Parks Association**

**CCRD – Carroll County Recreation Departments**

**USTA – United State Tennis Association**

**NNERPC – Northern New England Recreation and Park Conference**

**WSI – Water Safety Instructor (certified swim instructors)**

**OAR – Operation Active Recreation (Moultonborough program for active adults 55+)**

**CATCH – Comprehensive Approach To Childhood Health (National anti-obesity program)**

**CC – Community Center**

**HC – Happy Campers**

**RC – RECKing Crew**

**TA – Teen Adventure**

**CPR – Cardio Pulmonary Resuscitation**

**PG – Playground**

**BG – Background Checks**

**LGC – Local Government Center**

**AMC – Appalachian Mt. Club**

# Moultonborough Recreation Department

Memo Re: Software for Recreation Dept.

From: Donna Kuethe, Recreation Director

---

As part of the 2013 and 2014 budget process we submitted proposals for software for the Recreation Dept. In 2013 we wanted to be able to accomplish the following: accept credit card payment and on-line registrations, increase our accuracy in tracking, be more "customer friendly", reduce staff time, reduce the possibilities of error, improve our ability to manage season, facility, game, league and tournament scheduling. In recognition that credit card payments were several years away we proposed in 2014 the amount of \$4,000.00 This did not include on-line registrations. This amount will still allow us to accomplish the majority of what our need is. We are making the same request for \$4,000.00

While we can wait on the credit card and on-line payments we really cannot continue without an improved process. Currently everything is done "by hand" – manually entering all the information on spreadsheets. Without software to help us we remain extremely customer unfriendly and ineffective, unable to accept cash payments as we have no tracking besides excel and hand written receipts, and more prone to errors.

In the summer if a parent has three children – one in each of our programs, if all three children are going on the individual camp's field trips – the parent must write 3 checks, and drop them off in three different locations.

Mary, our office assistant, who handles our registrations, created a typical family that participates in a number of our programs. For just one child, who participates in our programs from K-6, Mary will have entered the same basic information 33 times and the name and cell phone (for the one call system) 99 times. One child. This does not include special events that may include a registration – this is just the basic programs. When you add all the family members the information entered over and over again is excessive, redundant, consuming of staff time and again, the potential increases for mistakes. I have attached the "Perch Family" that Mary has created. I have also included a memo from Mary to me regarding the software.

Although Mary is conscientious and careful with few mistakes – each time that information is entered poses more of potential for mistakes. Remember that in addition to basic information we also handle medical information such as allergies. A mistake in this area can be more than just an inconvenience

We have had two demonstrations by Peak Software. The beauty of this program is that it is designed for Recreation Dept.'s Each family is entered once – the information is simply updated.

In addition to registrations Peak Software modules allow for game, league and tournament schedules which will also be a time saver.

I have moved this request to the RRF as the vast majority of use will be related to revenue producing programs. We do have RRF money in the 2014 budget and certainly would advocate for utilizing that money now, purchasing the software so we can get used to it before we get into our very heavy usages. We really do need to have a much better system for our payment process.

If this is not possible to include in the 2013 budget I would like to add it to the 2014 budget.

*DJK*



## MEMORANDUM – MOULTONBOROUGH RECREATION

**TO:** Carter Terenzini  
**FROM:** Donna Kuethe, Recreation Director  
**RE:** Re-classify Accts for Budget

---

As part of the 2015 budget process I would like to propose the following: That the Property Services Accounting for Recreation be changed so that Equipment for various programs and sports would fall under another account.

The acct. that is labeled as "Supplies" should be renamed as Programs and should include all supplies, equipment as well as things such as entry fees for field trip sites.

*DK*

## MEMORANDUM – MOULTONBOROUGH RECREATION

**TO:** Carter Terenzini  
**FROM:** Donna Kuethe, Recreation Director  
**RE:** Requested Info to Accompany Rec. Dept. Budget  
**CC:** N/A

---

1) As Requested I contacted Lamprey Septic regarding the toilet leasing for 2015. We will be back to a regular fee for toilet leasing in 2015.

2) Attached you will find prices for chairs – these are from the internet and should be used as a general guide and not a firm price. I have also added an office chair as during the discussions regarding the chairs for the community center it was brought to my attention that one of our full time employee's office chair is not only in disrepair but "uncomfortable" and the employee needs better back support. I have adjusted the line item in the tax supported part of the budget.

3) Band Concert Attendance – After an extremely successful 2013 season where, other than the first concert where we had approximately 50 attendees, we were averaging between 100-150 people at the concerts, we were negatively impacted by a rash of Wednesdays with inclement and in two cases severe weather. We cancelled one, moved two of them inside and had very "iffy" weather on two others. In one case the Code Red warning for severe weather went out within a half an hour of our concert time. We ranged this year between 12 and 60 attendees but we all felt it was due to the weather and not the concert series themselves. This is a community building program – and in 2013 we had great attendance with seniors and families and added lots of special events to coincide with the concerts.

4) Our track and field program will be moved to the RRF and will become a revenue producing program. All associated costs will also move to the RRF.

5) The request for software has also been moved to the RRF – there is a separate memo for that.

9/25/2014  
Store: 1

**Work Order #933**

Ordered: 9/25/2014  
Associate: PatrickLaClair  
Page 1



**Lakes Region Computer LLC--GoWireless**

12 Main Street  
Center Harbor, NH 03226  
603-253-9847

**Bill To:** Moultonboro Rec Department  
Donna Kuethe  
Moultonborough Rec Department  
Moultonborough, NH 03254  
(603) 387-5126

**Order Status:** Open  
**Due Date:**

Description 1	Attribute	Size	Qty	Sold	Due	Price	Ext Price	Tax
Thermaltake V3 Case - 450W			1	0	1	\$79.99	\$79.99	
ASUS H97M-Plus			1	0	1	\$119.99	\$119.99	T
Intel i5-4590 Processor			1	0	1	\$219.99	\$219.99	
Kingston HyperX 8GB Kit (2x4GB)			1	0	1	\$89.99	\$89.99	
DVDRW DL 24X SATA			1	0	1	\$34.99	\$34.99	T
500GB HDD 3.5" SATA			1	0	1	\$79.99	\$79.99	T
Windows 7 Professional (64bit)			1	0	1	\$149.99	\$149.99	
AOC 23" IPS LED Monitor			1	0	1	\$179.99	\$179.99	T
6' HDMI Cable			1	0	1	\$14.99	\$14.99	
Logitech MK260			1	0	1	\$34.99	\$34.99	T
ABC 550 Battery Backup.			1	0	1	\$69.99	\$69.99	
Microsoft Office H&B 2013 - KC			1	0	1	\$219.99	\$219.99	
Site Service			2.5	0	2.5	\$80.00	\$200.00	
Total Qty Ordered:			14.5	0	14.5			

Percent Unfilled: 100

Subtotal: \$1,494.88  
TAXES 0 % Tax: + \$0.00  
**TOTAL: \$1,494.88**  
Deposit Balance: \$0.00  
Balance Due: \$1,494.88

Thank you for your patronage!

154



WELCOME, PLEASE SIGN IN  
YOUR ACCOUNT

0

Chairs & Seating Office Chairs



view larger



## Staples® Osgood™ Bonded Leather Managers High Back Chair, Brown

Item: 416523 Model: 22298D

Read 648 Reviews

SHARE:

Brown bonded leather seating surfaces with contrast stitching

Padded fixed arms

Built-in lumbar support

See more details

**FREE SHIPPING, Plus Up To 5% Back For Rewards Members**

Special Financing Available [Learn More](#)

In Stock Online

Expected Delivery: 1 Business Day

FREE Shipping to store ( [Learn More](#) )

Pick Up Today

**2 available:**

443 Western Ave South Portland ME 04106  
(Check Inventory in other stores)

Reg : ~~\$169.99~~

Save: - \$70.00

**\$99.99\***

Each

\*Price after savings

### SquareTrade Protection Plan

☐ 3 Year Protection Plan **\$9.99**

☐ Onsite Assembly - 1 Chair **\$30.00**

QTY.  ADD TO CART

PICK UP  
TODAY

[Add to Favorites](#)

### Special Buy

Offer Expires on 10/11/2014

[See Details](#)

CUSTOMERS WHO VIEWED  
THIS ALSO VIEWED:

[Product Info](#)

[Reviews](#)

[Supplies & Accessories](#)

[Product Details](#) | [Specifications](#) | [Manufacturer Specs](#)

Feedback

155



WELCOME, PLEASE SIGN IN  
YOUR ACCOUNT

0

Chairs & Seating Folding & Stacking Chairs



view larger



## Staples® Luxura® Round Back Stacking Chair, Black

Item: 885680 Model: 19976

Read 3 Reviews

Save an extra 13% on this product!  
\$52.63 in cart. Offer valid for 20 minutes. [See details](#)

SHARE:

Weight rated up to 250 lbs based on 1-3 hours of use

Luxura® faux leather upholstered seat and back.

Easy to clean

See more details

**FREE SHIPPING, Plus Up To 5% Back For Rewards Members**

Special Financing Available [Learn More](#)

In Stock Online

Expected Delivery: 1 Business Day

FREE Shipping to store ( [Learn More](#) )

Online Only

**\$60.49**  
Each

### SquareTrade Protection Plan

- ☐ 3 Year Protection Plan **\$9.99**
- ☐ Onsite Assembly - 1 Furniture Item **\$80.00**

QTY.  ADD TO CART  
[Add to Favorites](#)

CUSTOMERS WHO VIEWED  
THIS ALSO VIEWED:

[Product Info](#) [Reviews](#) [Supplies & Accessories](#)

[Product Details](#) | [Specifications](#) | [Manufacturer Specs](#)

### PRODUCT DETAILS

**Staples® Luxura® Round back stacking chair in black color has leather upholstered seat that offers comfortness and stacks four high.**

Staples® Luxura® Round back stacking chair has comfortable padded seat and has durable steel frame. Chair can be easily cleaned and has fixed arms.

- Weight rated up to 250 lbs based on 1-3 hours of use
- Luxura® faux leather upholstered seat and back.
- Easy to clean
- Stacks four high
- Warning: This product contains a chemical know to the State of California to cause birth defects and other reproductive harm.

[Compare with similar items](#)

Would you like to give feedback on product content, images, or tell us about a lower price?

Feedback  
**156**

8100 Series Poly Shell Plastic Stack Chair

My Account Customer Loyalty Program Testimonials GSA

1.800.791.2946

M - F 8:00am - 5:00pm EST



0 | \$0.00

Search by Keyword, SKU or Stock #

Sut

Symantec

SHOP PRODUCTS

SHOP BRANDS

WHO WE SERVE

HELP CENTER

CONTACT US

Quick Links &gt; Whiteboards &amp; Markerboards Custom Whiteboards Bulletin Boards Unframed Boards All Custom Products Reversible Boards Conference Cabinets

Home &gt; Chairs &amp; Stools &gt; Stacking Chairs &gt; Plastic Stacking Chairs &gt; 8100 Series Poly Shell Plastic Stack Chair

## 8100 Series Poly Shell Plastic Stack Chair

Be our first reviewer!

Internet Sale Price

**\$30.07** ea.

List Price: \$62.40

You Save: \$27.03 (47%)

Seat Color: Black



SKU: 8110

Stock #: 3138

8100 Series Poly Shell Plastic Stack Chair, Black

Qty: 4

Share This:

\$0.00



Overview

Specifications

Customer Reviews

Accessories

View All Items

## Customer Reviews:

Be the first to review this product.

Write a Review »

## Have Questions?

- Or -

Suitable for corporate dining rooms, training centers and educational environments, the 8100 shell chair features a one piece, injection molded, high-density polypropylene seat/back shell which is ergonomically contoured for increased comfort. Side plastic 'frame-shields' protect against snags and pinching.

- ANSI-BIFMA tested up to 300 lbs
- Overall dimensions: 19-1/4"D x 19-1/4"W x 31"H
- Seat dimensions: 16-3/4"D x 17"W x 18"H
- One piece high density plastic seat and back
- Shell and frame shields protect against snags and pinching
- Frame is chrome plated, 17-gauge, 7/8" square tubing
- 3 cross braces under seat for added strength
- Can be stacked 12 high, included stack bumpers protect finish
- Sold in Cartons of 4 (priced per chair). Please purchase in multiples of 4 in order to avoid a Break-Carton fee"

## You May Also Like

8100 Series Poly Shell Plastic Stack Chair

3000 Series Martest 21® Hard Plastic Stacking Chair

ReFlex® Stacking Chairs

9000 Classic Series™ 4-Leg Mobile Chair

157

<b>FY 2015 BUDGET DETAIL</b>					
<b>DEPARTMENT:</b>		<b>RECREATION REVOLVING FUND</b>			
		<b>FY 2015 Bdgt</b>	<b>FY 14 Bdgt</b>	<b>FY2014</b>	<b>FY 2013</b>
		<b>Estimate</b>		<b>YTD</b>	<b>Actual</b>
					<b>FY 2012</b>
					<b>Actual</b>
<b>Revenue</b>		\$103,045.00	\$88,030.00	\$62,956.24	\$65,429.04
					\$72,464.74
<b>Expense</b>		\$122,917.50	\$113,979.00	\$90,531.07	\$89,571.73
					\$69,987.87
<b>Surplus/(Deficit)</b>		-\$19,872.50	-\$25,949.00	-\$27,574.83	-\$24,142.69
					\$2,476.87
<b>ACCOUNT NAME &amp; NUMBER:</b>					
<b>Part Time</b>					
<b>01400</b>	<b>00120</b>	<b>\$37,929.00</b>			
<b>FICA</b>					
<b>01400</b>	<b>00220</b>	<b>\$2,352.00</b>			
<b>Medicare</b>					
<b>01400</b>	<b>00230</b>	<b>\$550.00</b>			
<b>Workers Comp</b>					
<b>01400</b>	<b>00240</b>	<b>\$607.00</b>			
<b>Professional &amp; Technical Services</b>					
<b>01400</b>	<b>00300</b>	<b>\$27,810.00</b>			
<b>Property Services</b>					
<b>01400</b>	<b>00400</b>	<b>\$2,170.00</b>			
<b>Other Services</b>					
<b>01400</b>	<b>00500</b>	<b>\$8,609.00</b>			
<b>Supplies</b>					
<b>01400</b>	<b>00600</b>	<b>\$40,585.00</b>			
<b>Other Charges &amp; Expenses</b>					
<b>01400</b>	<b>00800</b>	<b>\$3,441.00</b>			
<b>Total:</b>		<b>\$124,053</b>			

<b>FY 2015 BUDGET DETAIL</b>						
<b>DEPARTMENT:</b>	<b>Recreation - Revolving</b>					
<b>FUND:</b>	<b>002</b>					
<b>ACCOUNT NUMBER:</b>	<b>01400</b>	<b>00120</b>				
<b>ACCOUNT NAME:</b>	<b>Part Time</b>					
Description	Quantity # of Weeks	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2015 Request	FY 2015 Administrator Recommended
<b>Waterfront - Swim Lessons</b>						
Lifeguard w/ WSI	7	\$14.25	7		\$698	\$698
Lifeguard w/ WSI	7	\$11.00	7		\$539	\$539
<b>Tennis Lessons</b>						
Move to Contracted Position						
<b>HC Counselors</b>						
HC Supervisor	10	\$12.25	22		\$2,695	\$2,695
Counselor	8	\$12.25	18		\$1,764	\$1,764
Counselor	8	\$9.75	18		\$1,404	\$1,404
Counselor	8	\$9.50	18		\$1,368	\$1,368
Counselor	8	\$9.50	18		\$1,368	\$1,368
Counselor	8	\$9.50	18		\$1,368	\$1,368
Counselor	8	\$9.25	18		\$1,332	\$1,332
Counselor	8	\$9.25	18		\$1,332	\$1,332
<b>RC Counselors</b>						
RC Supervisor	10	\$12.25	25		\$3,063	\$3,063
Counselor	8	\$10.35	23		\$1,904	\$1,904
Counselor	8	\$9.75	23		\$1,794	\$1,794
Counselor	8	\$9.75	23		\$1,794	\$1,794
Counselor	8	\$9.50	23		\$1,748	\$1,748
Counselor	8	\$9.50	23		\$1,748	\$1,748
Counselor	8	\$9.25	23		\$1,702	\$1,702
Counselor	8	\$9.25	23		\$1,702	\$1,702
Counselor	8	\$9.25	23		\$1,702	\$1,702
<b>Teen Adventure</b>						
TA Supervisor	10	\$14.25	20		\$2,850	\$2,850
TA Counselor	8	\$10.75	17		\$1,462	\$1,462
TA Counselor	8	\$9.00	17		\$1,224	\$1,224
<b>Year Round</b>						
Part-Time Staff	18	\$9.50	8		\$1,368	\$1,368
				<b>Totals</b>	<b>\$37,929</b>	<b>\$37,929</b>



<b>FUND:</b>	<b>002</b>				
<b>ACCOUNT NUMBER:</b>	<b>01400</b>	<b>00300</b>			
<b>ACCOUNT NAME:</b>	<b>Professional &amp; Technical Services</b>				
					<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>
<b>Telephone</b>					
One Call Tell All	misc	\$2,720.00		\$2,720	\$2,720
Software	1	\$4,000.00		\$4,000	\$4,000
<b>Transportation</b>					
These are based on last year's trips and projected for this year - they are subject to change					
Bus costs estimated based on former trips and bus company verbal estimation					
<b>Seniors</b>					
Portland Flower Show	1	\$1,100.00		\$1,100	\$1,100
Cabbage Island	1	\$1,500.00		\$1,500	\$1,500
Boston Harbor Cruise/Kennedy Library	1	\$1,500.00		\$1,500	\$1,500
Boston Red Sox/Fenway	1	\$1,500.00		\$1,500	\$1,500
King Arthur Flower - VT	1	\$1,200.00		\$1,200	\$1,200
Portland Flower Show	1	\$1,500.00		\$1,500	\$1,500
Boston Pops	1	\$1,500.00		\$1,500	\$1,500
<b>Family Trips</b>					
Monarchs - Verizon	1	\$900.00		\$900	\$900
<b>Teens Year Round</b>					
Portland Red Claws	1	\$450.00		\$450	\$450
Smitty's Ciniema - Tilton NH	1	\$250.00		\$250	\$250
Laconia Fighting Spirit	1	\$250.00		\$250	\$250
<b>Happy Campers</b>					
Wink Workshop - Bristol	1	\$300.00		\$300	\$300
Polar Caves - Plymouth	1	\$350.00		\$350	\$350
Hike and Ice Cream - Gilford	1	\$200.00		\$200	\$200
Clark's Trading Post - Lincoln	1	\$330.00		\$330	\$330
Squam Lakes Science Ctr. - Holderness	1	\$175.00		\$175	\$175
Storyland - Glen	1	\$380.00		\$380	\$380
<b>REcking Crew</b>					
Attitash - Bartlett	1	\$350.00		\$350	\$350
Ice Skating PSU - Plymouth	1	\$210.00		\$210	\$210
Whales Tale - Lincoln	1	\$270.00		\$270	\$270
Chucksters - Chichester	1	\$380.00		\$380	\$380
Fisher Cats Stadium - Manchester	1	\$460.00		\$460	\$460
Hike and Ice Cream - Gilford	1	\$210.00		\$210	\$210
Funtown - Saco, ME	1	\$550.00		\$550	\$550

<b>Teens</b>						
Attitash - Bartlett	1	\$420.00		\$420	\$420	
Hike - Gilford	1	\$200.00		\$200	\$200	
Mall & Hibachi Grill - Concord	1	\$375.00		\$375	\$375	
Hill Top Fun Ctr. - Somersworth	1	\$425.00		\$425	\$425	
Sky Zone - Everett	1	\$680.00		\$680	\$680	
White Lake Overnight - W. Ossipee	1	\$175.00		\$175	\$175	
The Forks Maine Overnight	1	\$1,200.00		\$1,200	\$1,200	
Whales Tale - Lincoln	1	\$270.00		\$270	\$270	
Fisher Cats Stadium - Manchester	1	\$440.00		\$440	\$440	
Funtown - Saco ME	1	\$550.00		\$550	\$550	
Facilities						
MCS/MA 2 toilets 3 months	1	\$90.00		\$540	\$540	
<b>Totals</b>				<b>\$27,810</b>	<b>\$27,810</b>	
<b>FUND:</b>	<b>002</b>					
<b>ACCOUNT NUMBER:</b>	<b>01400</b>	<b>00400</b>				
<b>ACCOUNT NAME:</b>	<b>Property Services</b>					
<b>Equipment</b>						<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015</b>	<b>Administrator</b>	
				Request	Recommended	
<b>Youth Sports</b>						
Balls						
soccer	6	\$16.95		\$102	\$102	
basketball	6	\$12.50		\$75	\$75	
Softball/Baseball	0	\$0.00		\$0	\$0	
Batting Tees	2	\$30.00		\$60	\$60	
Safety Equipment	240	\$1.00		\$240	\$240	
Scorebooks	4	\$8.00		\$32	\$32	
Whistles/lanyards	12/2sets	3.25/4.95		\$49	\$49	
<b>Swimming/Tennis</b>						
Tennis Balls	2 cases	\$25.00		\$50	\$50	
Squeegie	\$1.00	\$125.00		\$125	\$125	
<b>Adult Sports</b>						
Replacement pickle ball nets	2	\$125.00		\$125	\$125	
Pickle Ball balls	4	\$28.00		\$112	\$112	
Adult softball scorebooks	10	\$8.00		\$80	\$80	
Adult softballs	20	\$56.00		\$1,120	\$1,120	
<b>Totals</b>				<b>\$2,170</b>	<b>\$2,170</b>	

<b>FUND:</b>	<b>2</b>				
<b>ACCOUNT NUMBER:</b>	<b>1400</b>	<b>500</b>			
<b>ACCOUNT NAME:</b>	<b>Other Services</b>				
					<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>
<b>Uniforms</b>					
Tennis Tourney	24	\$8.50		\$204	\$204
Summer Shirts					
Happy Campers	130	\$8.15		\$1,060	\$1,060
Recking Crew	130	\$8.15		\$1,060	\$1,060
Teen Adventure	100	\$8.15		\$820	\$820
Soccer shirts	130	\$8.50		\$1,105	\$1,105
Soccer socks	130	\$5.00		\$650	\$650
Volleyball	10	\$8.50		\$85	\$85
Basketball Shirts	135	\$8.50		\$1,148	\$1,148
Basketball shorts	135	\$5.00		\$675	\$675
Coaches shirts	24	\$8.25		\$198	\$198
Officials shirts (replace)	5	\$8.00		\$40	\$40
T-ball/Grade 1-3 softball - full uni's	24	\$20.00		\$480	\$480
Grade 4-6 full uni's	12	\$25.00		\$300	\$300
Seasonal Staff Shirts (Counselors/Tennis)	27	\$14.50		\$400	\$400
Hershy Shirts	48 @ 8.00	\$384.00		\$384	\$384
			<b>Totals</b>	<b>\$8,609</b>	<b>\$8,609</b>

162

<b>FUND:</b>	<b>2</b>				
<b>ACCOUNT NUMBER:</b>	<b>1400</b>	<b>\$600.00</b>			
<b>ACCOUNT NAME:</b>	<b>Programs</b>				
					<b>FY 2015</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2015 Request</b>	<b>Administrator Recommended</b>
<b>Summer Program Supplies</b>					
Arts and Crafts	misc	\$400.00		\$400	\$400
CW Workshop	20	\$25.00		\$500	\$500
Prizes	misc	\$150.00		\$150	\$150
Games/Supplies	misc	\$800.00		\$800	\$800
Foam Day	1 case	\$215.00		\$215	\$215
Special Events					
Tennis Tourney Prizes	16	\$16.65		\$264	\$264
Kids Night Out	1	\$25.00		\$25	\$25
<b>Halloween Party</b>	misc	\$400.00		\$400	\$400
Nutty November	1	\$50.00		\$50	\$50
Mother - Son Mini Golf Scramble	1	\$225.00		\$225	\$225
Father Daughter Dance					
DJ	1	\$200.00		\$200	\$200
Dinner	misc	\$650.00		\$650	\$650
Decorations/pictures	misc	\$150.00		\$150	\$150
Teen Nights					
Supplies/Refreshments	misc	\$325.00		\$325	\$325
Inflatables	2	\$600.00		\$1,200	\$1,200
Vacation Activities	4	\$25.00		\$100	\$100
<b>Instruction</b>					
Skating	6	\$25.00		\$150	\$150
Writing Workshops	2	\$100.00		\$200	\$200
Karate	12	\$420.00		\$5,040	\$5,040
Safe Sitter Materials	10	\$18.00		\$18	\$18
Tennis	2 sessions	\$450.00		\$880	\$880
<b>Swimming/Beaches</b>					
American Red Cross Authorized Provider	1	\$350.00		\$350	\$350
American Red Cross Swim Cards	66	\$3.00		\$198	\$198
Senior and Adult Programs					
Yoga instruction	12	\$40.00		\$480	\$480
Tai Chi	12	\$40.00		\$480	\$480
Entry Fees - trips	8	varies		\$9,000	\$9,000
Snowshoe event	1	\$250.00		\$250	\$250
Voice Class	1	\$90.00		\$90	\$90
Writing Program - materials	misc	\$100.00		\$100	\$100
Field Trip Entry Fees					
Families	1	varies			
Teens yr. round	3	varies		\$1,000	\$1,000
Entry Fees - Teens Summer	misc	varies		\$4,000	\$4,000
<b>Entry Fees - HC Summer</b>	misc	varies		\$3,000	\$3,000
Entry Fees - RC Summer	misc	varies		\$3,000	\$3,000
<b>Drama Program</b>					
Children's Stage Adventures	1	\$2,700.00		\$2,700	\$2,700
<b>Reimbursements</b>					
Program Reimbursements	misc	\$500.00		\$500	\$500
Trophies/Awards					
Traveling Plaques	4	\$5.00		\$20	\$20

163

Basketball	misc	\$250.00			\$250	\$250
Adult Softball	1	\$5.00			\$5	\$5
Sportsmanship/Brown Award	4	\$10.00			\$40	\$40
Adult Softball						
Field Rental - Prescott	1	\$800.00			\$800	\$800
Youth Sports						
Officials	150	\$10.00			\$1,500	\$1,500
Tourney Entry Fees	1	\$80.00			\$80	\$80
Other						
Concession	1	\$400.00			\$400	\$400
First Aid	1	\$400.00			\$400	\$400
				Totals	\$40,585	\$40,585
FUND:	002					
ACCOUNT NUMBER:	1400	800				
ACCOUNT NAME:	r Charges & Expenses					
						FY 2015
Description	Quantity	\$ Per Unit	Extension	FY 2015 Request	Administrator Recommended	
Expenses						
Trips	30	\$15.00		\$450	\$450	
Training						
Summer staff training	1	\$900.00		\$900	\$900	
Background checks summer staff	21	\$27.50		\$578	\$578	
Background checks volunteers	55	\$27.50		\$1,513	\$1,513	
			Totals	\$3,441	\$3,441	



9/25/2014  
Store: 1

**Work Order #933**

Ordered: 9/25/2014  
Associate: PatrickLaClair  
Page 1



**Lakes Region Computer LLC--GoWireless**

12 Main Street  
Center Harbor, NH 03226  
603-253-9847

**Bill To:** Moultonboro Rec Department  
Donna Kuethe  
Moultonborough Rec Department  
Moultonborough, NH 03254  
(603) 387-5126

**Order Status:** Open

**Due Date:**

Description 1	Attribute	Size	Qty	Sold	Due	Price	Ext Price	Tax
Thermaltake V3 Case - 450W			1	0	1	\$79.99	\$79.99	
ASUS H97M-Plus			1	0	1	\$119.99	\$119.99	T
Intel i5-4590 Processor			1	0	1	\$219.99	\$219.99	
Kingston HyperX 8GB Kit (2x4GB)			1	0	1	\$89.99	\$89.99	
DVDRW DL 24X SATA			1	0	1	\$34.99	\$34.99	T
500GB HDD 3.5" SATA			1	0	1	\$79.99	\$79.99	T
Windows 7 Professional (64bit)			1	0	1	\$149.99	\$149.99	
AOC 23" IPS LED Monitor			1	0	1	\$179.99	\$179.99	T
6' HDMI Cable			1	0	1	\$14.99	\$14.99	
Logitech MK260			1	0	1	\$34.99	\$34.99	T
APC 550 Battery Backup.			1	0	1	\$69.99	\$69.99	
Microsoft Office H&B 2013 - KC			1	0	1	\$219.99	\$219.99	
Service			2.5	0	2.5	\$80.00	\$200.00	
Total Qty Ordered:			14.5	0	14.5			

Percent Unfilled: 100

Subtotal: \$1,494.88  
TAXES 0 % Tax: + \$0.00  
**TOTAL: \$1,494.88**  
Deposit Balance: \$0.00  
Balance Due: \$1,494.88

Thank you for your patronage!

166



## SportsMan SQL Recreation Proposal

### SportsMan SQL Core Module (required)

**\$2,995/one-time cost**

Registrations, reservations, scheduling, and reports

Includes 3 seats\* and complete remote installation, setup, and training

### Total Software Purchase Price

**\$2,995/one-time cost**

### Customer Care Package (required)

**\$789/year Core Module**

### Total Annual Customer Care Package

**\$789/year**

\*Additional seats \$400/one time and \$109/year each; Pricing not guaranteed and subject to change.

### Optional Products & Services

#### Onsite Training/Support (optional)

**\$3,600/2 days**

Extensive hands-on training at customer site for initial installation or subsequent training needs

#### On-Guard (optional)

**\$379/year**

Secure, 24x7 offsite backup and recovery monitoring



Peak Software Systems, Inc.  
45 W 9000 S #2  
Sandy, UT 84070

Voice: (801) 572-3570  
Fax: (801) 572-7834

Email: [sales@peakinfo.com](mailto:sales@peakinfo.com)  
Web: [www.peakinfo.com](http://www.peakinfo.com)

167



Program	Fees 2014	Reg. Proj. 2014	2014 Exp Revenue	Fees 2015	Reg. Proj. 2015	2015 Exp Revenue
RECKING Crew	\$75.00	112	\$8,400.00	\$80.00	100	\$8,000.00
Happy Campers	\$75.00	75	\$5,625.00	\$80.00	98	\$7,840.00
Teen Adventure	\$50.00	50	\$2,500.00	\$50.00	55	\$2,750.00
Tennis Lessons	\$45.00	25	\$1,125.00	\$50.00	40	\$2,000.00
Swim Lessons	\$35.00	65	\$2,275.00	\$35.00	80	\$2,800.00
Hot and Happy	\$15.00	10	\$150.00	\$15.00	10	\$150.00
Creative Writers	\$25.00	10	\$250.00	\$25.00	10	\$250.00
Toddler Programs	\$10.00	15	\$150.00	\$0.00	0	\$0.00
Woman of Words	\$25.00	8	\$200.00	\$40.00	6	\$240.00
Children's Stage Adventures	\$73.00	25	\$1,825.00	\$85.00	25	\$2,125.00
Carroll County fun meet	\$1.00	75	\$375.00	\$1.00	75	\$75.00
Edith's	\$20.00	20	\$400.00	\$20.00	20	\$400.00
Summer Camp Trips	varies	varies	\$25,000.00	varies	varies	\$18,000.00
Adult Softball	\$185.00	8	\$1,480.00	\$200.00	8	\$1,600.00
Extra T-Shirts	\$10.00	10	\$100.00	\$10.00	20	\$200.00
Pickle Ball - Summer	\$20.00	20	\$400.00	\$30.00	60	\$1,800.00
Pickle Ball - Winter				\$30.00	80	\$2,400.00
PB Tourney				\$15.00	35	\$525.00
Family Trips	varies	varies	\$4,000.00	varies	20	\$1,100.00
Teen Trips Yr. Round	varies	varies	\$2,000.00	varies	varies	\$2,000.00
Adult Trips Yr. Round	varies	varies	\$15,000.00	varies	varies	\$22,000.00
Halloween Party	\$2.00	175	\$350.00	\$3.00	125	\$375.00
Skating Lessons	\$15.00	30	\$450.00	\$15.00	35	\$525.00
Voice Class	\$15.00	10	\$150.00	\$15.00	10	\$150.00
Kids Night Out	\$10.00	20	\$200.00	\$15.00	10	\$150.00
Youth Soccer	\$30.00	110	\$3,300.00	\$35.00	105	\$3,675.00
Youth Basketball	\$30.00	125	\$3,750.00	\$35.00	125	\$4,375.00
T-ball Softball	\$30.00	25	\$750.00	\$35.00	25	\$875.00
Softball	\$35.00	12	\$420.00	\$35.00	20	\$700.00
Sponsors	Varies	varies	\$3,000.00	varies	varies	\$3,050.00
Adult Fitness	Varies	varies	\$1,900.00	varies	varies	\$2,000.00
Teen Nights	\$5.00	150	\$750.00	\$10.00	160	\$1,600.00
Karate				\$60.00	10	\$6,000.00

Father/Daughter Dance	\$25.00	35 "couples"	\$875.00	\$25.00	35	\$875.00
Misc. Special Events	varies	varies	\$500.00	varies	varies	\$800.00
Safe Sitter				\$10.00	24	\$240.00
Concession			\$400.00			\$650.00
Track and Field				\$10.00	50	\$500.00
CATCH				\$10.00	25	\$250.00
		<b>\$97,979.00</b>				<b>\$103,045.00</b>

## MEMORANDUM – MOULTONBOROUGH RECREATION

**TO:** Carter Terenzini  
**FROM:** Donna Kuethe, Recreation Director  
**RE:** Participant Numbers for Budget

---

Hot & Happy	4
Happy Campers	83
Recking Crew	88
Teen Adventure	48
Pickle Ball	30/26
Zumba	4
Yoga	16
Babysitting class	7
Swimming Lessons	64
Speedy Swimmers	13
Adult Swim	2
Tennis	28
Writing Wkshp	3
CATCH (Spring)	42
CATCH (Fall)	20 (still taking registrations)
Fall Foliage Trip	36
Tai Chi	6
Skating Party	50
Cardboard Sled Races	42
Sledding Party	10

Winter Bingo	7
Lighthouse Tour	36
Cabbage Island	47
Pickle Ball tourney	14
Children's Stage Adv	20
Duck Boat Tour	39 (Mboro)
Mini-Golf Scramble	25
Vacation Rio Trip	19
Pre-School Movie Day	4
Globetrotters	20
Flower Show	Cancelled
Father Daughter Dance	67
Teen First Night	24
Basketball	126
Tball/softball	39
Soccer	103
Hershey	40
Volleyball	12
Adult Softball	100+
Pathway Road Race	62
Challenger Soccer	19
Edith's Tourney	18

# Memo to Donna K

From Mary Bengtson

10/31/14

To more clearly demonstrate how essential the purchase and implementation of recreation dedicated software is, I have created a faux family. The "Perch" family is a two parent, three child family who participate in recreation programs. The attached documents will show how redundant and inefficient the current registration procedure is.

Each time a child is registered for a youth sport program, the following information is entered:

Child's Name

Parent Names (2)

Email

Telephone numbers

Cell phone numbers

Code of Conduct

Coach/volunteer info

Gender

Age

Date of Birth

Grade

Teacher

T shirt size

Pant size

Payment info (on 2 different spreadsheets)

Notes

Medical Info & Allergies

One Call numbers

I often register the same child for 3 different sports, each with 2 One Call registration spreadsheets during our "school year" programming. The same child may also register in summer camp, swimming lessons, tennis lessons and/or any other summer program. I may also register the same child for any other stand-alone event or program that may occur during the school year and separately post the payments and One Call entries as needed. The same information is entered again and again: registering the child, the payments and the One Call entries repeatedly for the same child. In a family with more than one child, the same parent, contact and phone information is entered redundantly. With our current process, it is possible to enter the same info for the same child 5 or more times during the course of a year. I have streamlined this process as much as I can, but it is still very time consuming.

The entry and tracking of payments is also insufficient and inefficient with our current process of excel spreadsheets. We cannot track cash payments – untracked cash is a customer service liability. We have no “paper trail” for cash payments. We have no cash register/till. We have no means to Cash Out or Balance at the end of our business day. I realize that we are not supposed to accept cash at the recreation department – but cash happens – it is in my drawer nearly every week. On occasion, the recreation dept. offers payment plans to families. I have no means to record or track the progression of a payment plan entries unless I create an excel spreadsheet to do so.

With the addition of recreation dedicated software, I would create a family account with parent info one time and subsequently register the individual children/family members one time when they begin to participate in programs. After the initial registration, I would be able to simply move a child through the series of events/programs over the course of several years with limited edits IE: Kindergarten thru 6<sup>th</sup> grade for youth sports. The amount of time dedicated to enter redundant information is substantial. The addition of recreation dedicated software would make my time in the office significantly more efficient.

I would be able to receive and post payments for multiple children in different programs under one check, which has been requested several times by families currently participating in our programs. We currently require parents to write multiple checks during the same week if they have children in more than one program/camp. I could manage and track payment plan progress. Software would also allow each family to have an account showing charges and payments, retaining credits across family members where needed until participation in any subsequent program “eats” the credit. This would decrease the number of refunds being issued from this office and processed through town hall.

Recreation dedicated software would significantly impact the efficiency and accuracy of our registration process, as well as our revenue tracking and input.

# Memo to Donna K

From Mary Bengtson

4/28/14

I am looking forward to having Rec dedicated software because it will save me a large amount of time currently spent inputting registration information.

Right now I need to register every participant in youth sports separately by season/sport. It is often necessary to register the same child for 3 different sports, each with 2 One Call registration spreadsheets during our "school year" programming. This does not include time spent posting separate payments for these programs. I may also have to register the same child for any other stand-alone event or program that may occur during the school year and separately post the payments and One Call entries as needed.

The same child may then register in summer camp, swimming lessons, tennis lessons and/or any other summer program. I will repeat the same process again – registering the child, the payments and the One Call entries repeatedly for the same child.

Registering a child requires inputting the following:

Child's Name

Parent Names

Email

Telephone number

Cell phone number

Code of Conduct

Coach/volunteer info

Gender

Age

Date of Birth

Grade

Teacher

T shirt size

Pant size

Payment info (on 2 different spreadsheets)

Notes

Medical Info & Allergies

One Call numbers

I can potentially enter the same info for the same child 5 or more times during the course of a year. I have streamlined this process as much as I can, but it is still very time consuming.

With the software we have requested – I would create a family account with parent info one time and subsequently register the individual children/family members one time when they begin

to participate in programs. After the initial registration, I would be able to simply move a child through the series of events/programs over the course of several years with limited edits IE: Kindergarten thru 6<sup>th</sup> grade for youth sports.

I would be able to receive and post payments for multiple children in different programs under one check, which has been requested several times by families currently participating in our programs. We currently require parents to write multiple checks during the same week if they have children in more than one program/camp.

The software would also allow each family to have an account showing charges and payments, retaining credits across family members where needed until participation in any subsequent program "eats" the credit. This would decrease the number of refunds being issued from this office and processed through town hall.

I believe Recreation dedicated software would significantly impact the efficiency and accuracy of our registration process. A product such as Peak software can be installed and up and running in short order. I am concerned that a "home-made" system would have lots of tweaks and bugs to be worked out, which would affect our transition in a negative way during our most busy season for registrations.